

POSITION TITLE: Executive Director
REPORTS TO: Board of Directors

TYPE: Regular
STATUS: Exempt

ORGANIZATIONAL SUMMARY: Minnesota Program Development Inc. is better known as the Domestic Abuse Intervention Project of Duluth, MN. DAIP is a nationally recognized leader in the development of domestic violence programs, including a model community/criminal justice coordinated response, an educational batterer intervention program model, a supervised visitation program, and national technical assistance projects that provide trainings and consultation to jurisdictions around the country, Indian reservations, and military installations.

POSITION SUMMARY: The Executive Director provides leadership and vision for MPDI, represents MPDI to the public, and administers all operations and programs. The Executive Director oversees the strategic planning, program development, fundraising, administration and financial management of the organization, and reports to the MPDI Board of Directors.

ESSENTIAL JOB FUNCTIONS:

ORGANIZATIONAL LEADERSHIP & DEVELOPMENT

1. In cooperation with the Board of Directors, oversee the development and implementation of organizational vision and goals.
2. In cooperation with Program Directors, create and implement ongoing program development strategies that improve the quality and effectiveness of MPDI's system's change and individual advocacy efforts.
3. Develop and oversee the public awareness and community education efforts of the organization, and represent DAIP in a professional and knowledgeable manner to the public, government agencies, funders, and the media.
4. Supervise staff in accordance with personnel policies, and nurture a stimulating and productive work environment that encourages respect, diversity and professional development.
5. Handle personnel matters concerning Program Directors, including hiring, staff development, annual evaluations, updating job descriptions, and conflict resolution. Obtain approval from the Board of Directors to institute disciplinary actions or termination of Program Directors.
6. Network with government, community, state and national agencies to stay informed on emerging issues in the field critical to the needs of battered women and their families.

FUNDRAISING

1. Create and implement an aggressive ongoing fundraising strategy targeted at individuals, corporations, foundations and in-kind contributors to ensure adequate funding for current operations and for future growth.
2. Coordinate organizational efforts to research and identify potential sources of funding, and the development and submission of grant proposals to appropriate funders.

3. Maintain positive relationships with funding agencies.

FINANCIAL MANAGEMENT

1. Work with Executive Committee to oversee the financial management of MPDI and ensure its financial stability.
2. Develop and monitor adherence to financial policies and procedures by all programs, in coordination with the Financial Director.
3. Create and manage annual budgets and provide the Board of Directors with accurate, appropriate and timely financial information.
4. Coordinate and ensure the timely submission of all financial and narrative reports to funders.

BOARD RELATIONS

1. Collaborate with and provide recommendations to the Board concerning meaningful short- and long-range goals and policies that promote the fiscal health and growth of the organization.
2. Prepare and coordinate Board meetings & agendas with the Board Chair, present updated informational reports, and maintain proper records of meeting minutes.
3. Keep the Board informed of important developments, potential problems, and other information affecting the organization and/or its members.
4. Coordinate orientation/training of new Board members on organizational structure, mission, program priorities and responsibilities as a member of the Board of Directors.
5. Serve as a liaison between the staff and the Board.

KNOWLEDGE, SKILLS AND ABILITIES:

- Qualified candidates will have a minimum of 5-7 years success in non-profit management and program development experience. Experience in organizations with a mission related to ending violence against women is highly desired.
- Knowledge of legal and social issues affecting battered women and their families, especially women of color, immigrant women, poor women and other underserved groups.
- Proven ability to develop and maintain a diversified funding base through grantwriting for government agencies, corporations, and foundations, fundraising events, and individual donor solicitations.
- Financial management experience for an operating budget of at least \$1.5M and experience with state and federal grant guidelines.
- Demonstrated ability to clearly represent and present the mission and vision of MPDI.
- Supervisory experience in a team-based environment, a collaborative style and the ability to work with a diverse group of individuals both inside the organization and out in the community.
- Flexibility and the ability to work independently while keeping the Board apprised of issues, problems, opportunities, and progress.
- Excellent written and oral communication skills.

Salary: DOQ, plus individual health insurance (75% family), dental insurance, disability insurance, vacation, sick, and holiday hours.

Application: Send resume to Executive Director Hiring Committee at address below or email to: dlisdahl@duluth-model.org.

DAIP, 202 E. Superior St., Duluth, MN 55802

AA/EOE